

MEMORANDUM FOR: General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant to the Deputy Director (Support)

SUBJECT : Temporary Duty Foreign Travel

1. As a result of a recent survey by the Office of the Inspector General of TDY Foreign Travel by Headquarters personnel, the Acting Director of Central Intelligence approved on 7 September 1957 the following policies:

a. The Deputy Director (Plans) is to continue to monitor and concur in all TDY foreign travel by Headquarters personnel. A system will be implemented by the various components whereby all proposed foreign travel will be reviewed by the Operating Official concerned prior to submission to the Deputy Director (Plans) or his single designee for concurrence. Upon concurrence by the Deputy Director (Plans), the travel will be approved by the Deputy Director concerned or his single designee. Such a system will place responsibilities where they can be properly exercised as well as accomplishing desired controls.

b. The Offices of the Director of Central Intelligence, the Deputy Director (Intelligence), the Deputy Director (Support) and the Deputy Director (Coordination) will furnish to the Deputy Director (Plans) semi-annually a schedule of their respective contemplated inspection, survey, area familiarization and other foreseeable travel during the next six-months period.

c. Every effort is to be made to effect greater economies in travel via tighter controls, shorter TDY trips and greater use of "off-season" travel when the smallest number of tourists are traveling in areas which Headquarters personnel plan to visit and when airline fares and other costs are lowest.

d. All TDY travelers should limit their visits to field installations to the essential minimum as set forth in Regulation [REDACTED]

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a. The Central Processing Branch, Office of Personnel, shall have Notice [REDACTED] "Entertainment of Agency Officials Traveling on Temporary Duty", brought to the attention of all Headquarters personnel processing for TDY foreign travel.

2. The above policies will be implemented in the Support Services as follows:

a. With regard to paragraph 1. a. above, the Special Support Assistant to the Deputy Director (Support) is designated to authorize foreign TDY travel of personnel of the DD/S Offices and Staffs. All such proposed trips must be carefully screened by the Office or Staff Chiefs concerned and concurred in by the Deputy Director (Plans) or his designee before authorized by the Special Support Assistant.

b. With regard to paragraph 1. b. above, beginning this year, a semi-annual schedule of contemplated TDY foreign travel will be submitted to the Office of the Deputy Director (Support) by each addressee Office and Staff by 20 November and 20 May of each year for the six-months periods beginning 1 January and 1 June respectively. After approval in principle of the schedules by the Deputy Director (Support), the Special Support Assistant shall consolidate these reports, coordinate the contemplated travel with the DD/P Divisions concerned and prepare a report by 1 December and 1 June covering the entire Support Services for submission to the Deputy Director (Plans) for his concurrence. The reports shall list the names and/or general positions of each individual for whom a trip is contemplated and the following data for each trip:

- (1) Proposed itineraries -- show estimated dates of arrival and departures and names of overseas posts to be visited.
- (2) Requirement for each trip.
- (3) Any other pertinent information such as special support required and cover.

The DD/S components' reports shall include all overseas TDY travel of their personnel notwithstanding that the travel may be requested by or on behalf of another component of the Agency.

Emergency or other unforeseeable travel may be authorized when concurred in by the Deputy Director (Plans) or his designee notwithstanding that it is not included in the six-months schedule.

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c. The Central Processing Branch, Office of Personnel, shall insure that the content of Notice [REDACTED] (1993) is brought

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to the attention of all travelers processing for TDY overseas. This Notice will soon be rescinded, and the same instructions will apply to Notice [REDACTED]

L. K. WHITE
Deputy Director
(Support)

SA-DD/S:ED:act (25 Sept 57)

Distribution:

- 1 - Each Addressee
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